

AMERICAN CONSULATE GENERAL Regional Procurement Support Office

Giessener Strasse 30 60435 Frankfurt Germany

Tel: (49) 69 7535 3345

E-mail: Godeckih@state.gov

August 18, 2016

To:

Potential Offerors

Subject: Solicitation No. SGE500-16-R-0094 – Renovation and Repair of Shower and

Rest Rooms at the Consulate Building (COB), American Consulate General

Frankfurt, Germany

The Regional Procurement Support Office (RPSO) at the American Consulate General in Frankfurt, would like to invite your company to submit a proposal for the Renovation and Repair of Shower and Rest Rooms at the Consulate Building (COB), American Consulate General Frankfurt, Germany, as specified in the subject solicitation.

All documents and discussions pertaining to the subject solicitation will be in the English language. Any translations, if necessary, desired by the offerors must be made at their own expense. If you intend to submit a proposal, you should thoroughly examine the enclosed contract solicitation documents.

There will be a Pre-Proposal Conference held on Thursday, August 25, 2016, at 10:00 hrs. at the American Consulate General, Frankfurt, Germany. All contractor representatives wishing to attend must be pre-announced by Tuesday, 11:00 hrs., August 23, 2016. To be pre-announced, please contact Hannelore Godecki godeckih@state.gov . A maximum of three representatives per company are allowed to attend. The government will not reimburse any companies for their expenses to attend this conference. To ensure full understanding of the requirement it is strongly suggested that company representatives attend the conference.

The complete proposal marked "Proposal SGE500-16-R-0094", shall be submitted either via email to Hannelore Godecki godeckih@state.gov with a copy to FrankfurtRPSO@state.gov or in a sealed envelope (containing the original and two copies), and delivered to the following address:

American Consulate General Regional Procurement Support Office (RPSO) Attn: Hannelore Godecki Giessener Strasse 30 60435 Frankfurt am Main Germany The proposal must be received at the American Consulate General Frankfurt no later than 16:00 hrs. Central European Time C.E.T. on Friday, September 16, 2016. See Section L.8 for specific delivery instructions.

All Contractors wanting to submit a proposal shall contact their courier service or postal service to ask about delivery times for packages; to ensure that packages are shipped in ample time to be received at the American Consulate General Frankfurt by the deadline above. Any proposals received after the established deadline for receipt of proposals, are considered late, and will not be accepted. All proposal pricing must be valid for a minimum of 90 calendar days.

You are requested to submit your proposal in accordance with Section L, Instructions, Conditions, and Notices to Offerors or Respondents. An authorized representative of your company must complete blocks 14 through 20c on the Standard Form 1442, and all other documents in accordance with the instructions provided in Section L of the solicitation.

The offerors are required to submit, in writing, any questions related to the subject solicitation no later than close of business, Wednesday, September 7, 2016. Questions shall be addressed via email to Procurement Agent Hannelore Godecki godeckih@state.gov with a copy to FrankfurtRPSO@state.gov.

Sincerely,

[original signed]

David Cubitt Contracting Officer